

PAYINFO TIPS

How Do I Change My Password?

Click on Change Password. The **Change Password** page is displayed. Type in a new password that is 8 to 15 alphanumeric characters. Retype it in the Confirm box. Click on Change Password. Then click on Continue to view the **PayInfo News** page.

What If I Forget My Password?

If you forget your password, contact your payroll director who will reset your password to your default password. Then follow the **My Default Password** instructions the next time you log in to PayInfo.

Printing My Payroll Remittance Advice

Printing your remittance advice is easy to do. Use your browser's print button. **Before you print**, set the left and right margins of your print page to .25. This ensures that the full page is printed.

What If I Change Departments?

If you have worked at more than one department in the last year, a dropdown list of the departments you worked at is also displayed on the **Welcome to PayInfo** page. You can view information from either department by selecting it from the dropdown list.

Security

If you think your password has been compromised, change it immediately.

www.mass.gov/payinfo

BROWSER REQUIREMENTS

PayInfo can be viewed with Internet Explorer 4.01, Netscape 4.5, or the latest version of your browser. Security on this site requires your browser to have 128-bit encryption. To obtain the 128-bit encryption, contact your browser publisher.

The “**Allow per-session cookies**” or “**Cookies Enabled**” setting on your browser must be activated.

WANT MORE INFORMATION?

For general navigation question call your Payroll Director (or designee) with specific questions about your check and/or a password reset.



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Links

Commonwealth of Massachusetts Comptroller's Office PayInfo Feedback PayInfo Survey



*PayInfo – the website
for state employees
that provides
information!*

*Now you can access one year of
payroll data via the web 24 X 7.*

Print payroll remittance advices.



Another e-government initiative
brought to you by the
Massachusetts
Office of the Comptroller

Martin J. Benison
Comptroller



WHAT IS PAYINFO?

PayInfo is a web-based tool for Commonwealth employees to access payroll information through the Internet. PayInfo is accessible using a PC with an Internet connection. It is available **24 hours a day, 7 days a week**.

Commonwealth employees now have the flexibility of accessing their payroll information at a time and place **convenient** to them, whether at home or work. Generally, the current payperiod information is updated the day prior to your funds being available.

PayInfo has been designed and developed by Commonwealth employees with extensive input from fellow employees through a lengthy pilot project, feedback, and evaluation.

We know what's important to you – your **social security number** and **bank account number** are **NOT** resident in this application.

You must know both your unique User ID and a password that **you select** to view your payroll information.

Additional security is provided by encrypting **all of the information** over the Internet. It only becomes clear on your PC after you enter your User ID and password.

HOW TO USE PAYINFO

Use these instructions to log in, change your password, and navigate through PayInfo. Please review before using PayInfo for the first time.

How to Log in to PayInfo

In the URL Address box, type:
www.mass.gov/payinfo

The **PayInfo Home** page is displayed. Press Continue to log in to PayInfo. The **PayInfo Login** page is displayed.

In the **User ID** box, type your Employee ID, which you can find on your HRCMS remittance advice.

In the **Password** box, type your password, which is unique to you. Your default password will be supplied by your department payroll director. Press Login. If this is the first time you are logging in to PayInfo, type your default password.

When you click on Login, the **Change Password** page is displayed.

NOTE: The **first time** you access PayInfo you are required to change your default password to something only you know. You also have to change it **if you** request your department payroll director officer to reset it (or designee).

Type in a new password that is 8 to 15 alphanumeric characters. (Special characters, such as *, &, %, and \$ are not allowed.) Retype it in the **Confirm** box. A password change confirmation message is displayed. Press Continue to view the **PayInfo News** page.

Welcome to PayInfo Page

The **Welcome to PayInfo** page has a summary of information.

My Payroll Remittance Advice

To see your payroll remittance advice for a specific pay period, click on **Continue** button, then click on **Pay Period End Date** button. The page displayed is the same as your paper payroll remittance advice EXCEPT your **bank account number** in the direct deposit distribution box is not displayed.

Remember! PayInfo is safe, secure, and always available.

SECURITY ADMINISTRATION

The role of your payroll director (or designee) is to reset your password. NO ONE else can do it. But you can change your password whenever you want.

Only you can view your information.

- Your social security number does not appear.
- Your bank account number(s) does not appear.
- You have a unique User ID and your password is selected by you.

